

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I.	<u>Position Title:</u> GIS Technician II - Public Utilities	<u>Revised:</u> 06/15
		<u>EEO Category:</u> Technician
		<u>Status:</u> Non-exempt
		<u>Control No:</u> 30559

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the GIS Coordinator, assists with professional computer map preparation, editing, and plotting; completes database work; and performs GIS analysis and GIS tool development.

III. Essential Duties:

- Uses GIS program packages (Arc/Info, ArcView, ArcGIS, etc.) to input, edit, prepare, and produce various maps, related geographic database information, and other GIS tools and products.
- Assists in developing geographic database structure, tables, forms, and reports.
- Responds to department requests for maps, charts, graphs, GIS analysis, GIS projects, and related information.
- Obtains field data from various sources via GPS and other mechanisms.
- Prepares maps of Sandy City's utility systems.
- Answers questions regarding the location of the City's utility systems.
- Performs data entry.

IV. Marginal Duties:

- Handles phone calls from citizens, developers and walk-in public.
- Maintains drafting equipment, GIS hardware and related software in good working order.
- Performs other duties as assigned.

V. Qualifications:

Education: Requires two years of training in cartography, GIS, databases, or related subject.

Experience: Requires two years of GIS, cartography, computer mapping, or related experience. May substitute on a year for year basis any equivalent combination of education and experience.

Certifications/Licenses: Requires a valid Utah Driver's License.

Probationary Period: A one-year probationary period is a pre-requisite to this position.

Knowledge of: Database design concepts; GIS and CAD principles; software and hardware maintenance; MS-DOS, Windows 9x, NT, 2000, XP; ArcGIS Desktop and ArcGIS Workstation, AML, ArcView 3.x, Arc/Info, Avenue; PC use and practices; nomenclature, symbols, principles and mathematics of mapping; map interpretation; Geocoding; Microsoft Excel, Microsoft Access, VBA; PC use and practices; Local Area Network principles; general principles of civil engineering, computer operations, and drafting; drafting techniques and procedures; correct English usage, spelling, and grammar.

Responsibility for: The care, condition, and use of computer equipment; integrity of multiple databases; development of GIS tools for the departments, provision of maps, charts, graphs, and related information.

Communication Skills: Ability to communicate effectively verbally and in writing; ability to follow complex written and oral instructions; ability to professionally furnish and obtain information from other departments; contact with other departments requiring tact and good judgement to avoid friction; contact with the public and city personnel.

Tool, Machine, Equipment Operation: Regular use of office equipment including telephone, calculator, computer, plotter, copier and printer.

Analytical Ability: Ability to analyze and solve problems; read and interpret graphs, charts, plans, diagrams, and maps; prepare maps and graphics; establish and maintain effective working relationships with the public and city personnel; prioritize tasks; records management skills; work independently with little supervision.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls; and frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Moderate mental effort is required daily; some pressure is generated by contact with the public and establishing priorities; minimal evening and weekend work are necessary in this position.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____